



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103



18 JUN 2002

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MEMORANDUM FOR SEE DISTRIBUTION

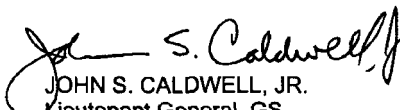
SUBJECT: General Officer Steering Committee (GOSC) for Fiscal Year  
2004 (FY04) Project/Product Manager (PM) and Acquisition  
Command Selection Boards

The FY04 Project Manager/Colonel Acquisition Command and Product  
Manager/Lieutenant Colonel Acquisition Command Selection Boards are tentatively  
scheduled to convene during January 2003 and December 2002, respectively. The  
GOSC will review, validate, and recommend Army Acquisition Corps Command Select  
List (CSL) requirements for these selection boards.

A web-based software application, called Acquisition Workbook Analysis and  
Readiness Evaluation, will be used by each organization for entering their program  
data, eliminating hardcopy submittals. This application provides an integrated view of  
programs so that each GOSC member can make informed decisions.

The Memorandum of Instruction for the FY04 GOSC is enclosed. Please review  
these guidelines carefully and provide all required information in accordance with  
suspenses.

Point of contact for the overall GOSC process is Ms. Wanda Meisner, commercial  
703/805-1068 or DSN 655-1068. Point of contact for the AWARE software application  
is Ms. Rita Fulk, commercial 703/805-1057 or DSN 655-1057.

  
JOHN S. CALDWELL, JR.  
Lieutenant General, GS  
Military Deputy to the  
Assistant Secretary of the  
Army (Acquisition, Logistics  
and Technology)

Enclosure

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## MEMORANDUM OF INSTRUCTION

FOR

FISCAL YEAR 2004 (FY04) GENERAL OFFICER STEERING COMMITTEE (GOSC)

### Goals:

Reduce the number of Army Acquisition Corps (AAC) positions on the Command Select List (CSL), specifically at the Colonel/GS-15 level, in order to balance the number of command opportunities each year. The goal is a 3 to 1 (3 Lieutenant Colonels/GS-14s to 1 Colonel/GS-15) ratio. The reduction could be made through downgrading, merging, or eliminating CSL programs. In the past we have not met this goal. Currently, the ratio for the Project/Product Managers (PM) structure is 1.9 to 1, and the ratio for the Acquisition Commands is 1.1 to 1. If these organizations were combined, the ratio would be 1.6 to 1. Therefore, it is critical that each organization continues to do their part in achieving the reduction of AAC positions on the CSL.

Limit the number of "military only" requests. If the CSL position requires a "military only," provide justification for why it must be "Military" vs. "Best Qualified (BQ)" by completing the DD Form 2589, Department of Defense Acquisition Position Restricted to Member of the Armed Forces. This form is part of the Acquisition Workbook Analysis and Readiness Evaluation (AWARE) software application, which can be accessed online.

### CSL Positions:

The FY04 PM and Acquisition Command requirements will be reviewed and validated by the GOSC. Enclosed are the FY04 CSLs for COL/GS-15 and LTC/GS-14 (Enclosure 1). In the past, the GOSC reviewed the current year and two out years, but this year they will review only the current year (FY04). Even though the GOSC will review only one year, it is critical that all CSL program data be current and accurate to meet future requirements. Therefore, all CSL positions require program data. Also, a DD Form 2589 is required when requesting a "military only" fill. Detailed justification must be included, e.g., aviator, operational experience, joint or international requirements, programs unique interaction with counterparts who are military, or Uniform Code of Military Justice authority.

Your organization is accountable for resourcing, basically providing the billpayer, for any establishments (New Starts) that go before the FY04 GOSC. Therefore, review your existing PMs and Acquisition Commands for possible disestablishments in order to resource those New Starts. Also, keep in mind the 3 to 1 ratio.

As part of the review process you should identify those CSL positions that could be filled by a Reserve Component (RC) Officer. The incorporation of RC officers into acquisition is a proven success. The RC offers a unique pool of talented government civilians and innovative business leaders. The best qualified of these individuals are selected for integration into the Army's acquisition structure. The RC management of acquisition functions that directly affect the RC allows the acquisition community to better serve our RC customers. By assigning an RC officer as a PM, the RC is provided direct visibility of their equipping choices in order to better control their readiness level.

Resources/Funding (PM positions only):

Each PM organization will be required to submit funding data reflective of all programs under their management. Data provided must include Research, Development, and Acquisition (RDA), Operations and Maintenance, Army (OMA), Other Procurement, Army (OPA) funds for Program Objective Memorandum (POM) for years FY04 through FY09 for each managed Management Decision Package.

1. Data Collection Methodology:

a. Each organization is responsible for their individual PMs regarding the quality of input for this review. The data collected will be used for the GOSC and will be read from and incorporated into the Web Army RDA Budget Update Computer System (WARBUCS) database. This effort will reflect the breadth of the PM's fiscal responsibility.

b. The application used for this data call, PM RDA Ownership Package (PROP), is accessed via WARBUCS and is a real time application. It enables the PMs to claim their dollars whenever a funding line changes. It is to the PM's benefit to keep PROP claims updated and current. By maintaining current claims in PROP, all of a PM's programs will be correctly associated to their respective funding lines. This will facilitate queries in other applications, e.g., WARBUCS, Acquisition Information Management, Smart Charts, etc., reducing the PM's staff workload, streamlining reporting and ensuring that the GOSC has a complete and current picture of a PM's fiscal responsibilities.

(1) There are two types of funds:

(a) Army funds, which are not identified separately. Army funds are the funds being claimed unless specified as "external."

(b) External funds are non-Army, e.g., Foreign Military Sales (FMS), Missile Defense Agency, Air Force, etc.

(2) There are two types of claims:

(a) "Owned" funds are dollars budgeted directly to the responsible PEO.

(b) "Executed" funds are dollars budgeted to one PEO/PM but will be executed or spent by another PEO/PM. Both types of claims (owned and executed) should be made at the responsible PM level.

c. The association of the Product Manager to the POM funding lines will be used to identify dollars under the control of that Product Manager. The dollars should be claimed where they are being executed or spent. If funding is not claimed at the appropriate level, the CSL position could be at risk of being disestablished. Product Managers will be aggregated to Project Managers and finally to Program Executive Offices (PEOs).

d. All PMs, not just the PMs under review by the FY04 GOSC, are required to "claim" their Army program dollars (appropriations per above) in order to ensure an accurate reflection of their fiscal responsibilities. In addition to "claiming" the dollars, each PM is required to report those dollars that originate outside their program, identifying the source (e.g., funding provided by other Army activities, other services and/or any other outside organizations).

## 2. Critical PROP Data Collection Milestones:

a. Point of Contact (POC) for Identification and Registration: Identify a POC for the PM and your command organization. The POCs for each PM will provide input for their PM, but the POC for the command organization has the ability to view the inputs made by the PMs. The identification and registration of the POCs will be accomplished through WARBUCS at the RDAISA web address <https://apps.rdaisa.army.mil/warbucs>. Those individuals, who registered as POCs for last year's data call and had a PROP account last year, will not have to re-register this year. Instead, they may use their existing username and password. For those POCs unsure of their account status, login to WARBUCS and select the "My Account" link. If PROP is already checked, no further registration action is required; otherwise, check the PROP checkbox to request PROP access.

b. Data Collection: August 19 – 28, 2002. The new PROP application is real time, so funds may be claimed year-round. However, the initial data call must be completed by August 28, 2002. All program funding dollars must be claimed.

c. Verification of Funding: August 29 – September 6, 2002. The Director, Plans, Programs and Resources (SAAL-RI) will review/verify the funding dollars claimed by each PM organization.

3. Data Collection POCs:

a. Funding process: LTC Bruce Lewis, SAAL-RI, commercial (703) 697-0390, DSN 227-0390 ([bruce.lewis@saalt.army.mil](mailto:bruce.lewis@saalt.army.mil)).

b. Database/technical: Mr. John Chapman, RDASIA, commercial (540) 731-3414, DSN 231-3414 ([john.chapman@rdaisa.army.mil](mailto:john.chapman@rdaisa.army.mil)).

Each organization is responsible to provide the authorizations for a "Best Qualified" (BQ) PM selection. This applies to all PMs whether they are being revalidated or being established as a New Start. As an example for a Project Manager position, a military (Colonel) authorization and a civilian (GS-15) authorization should be identified to support a BQ. Once the slate has been released, only the applicable authorization would be required to cover the selection. This eliminates the last minute dash to find the appropriate authorization to cover the newly selected PM.

Selection Process:

The PM/Acquisition Command CSL positions will be selected and slated by fiscal year in the same manner as all other Army competitive category command positions. The PM/Acquisition Command Selection Boards will select individuals in the category of "BQ" or "military only" based upon approval by the Army Acquisition Executive (AAE). A "BQ" clearly indicates that either "military" or "civilian" competes for that position. A "military only" has been limited to Acquisition Command positions and those PM positions requiring critical specialized qualifications.

The end result of the GOSC process is the delivery of the CSL to the Military Deputy (MILDEP), Office of the Assistant Secretary of the Army (Acquisition, Logistics, and Technology) (OASA (ALT)) by mid-October 2002. The CSL provides the total requirements for Colonel/GS-15 Project Managers and Acquisition Commanders and Lieutenant Colonel/GS-14 Product Managers and Acquisition Commanders.

GOSC Process:

All acquisition organizations will be involved throughout the entire FY04 GOSC process. Every attempt will be made to resolve any and all issues; therefore, all acquisition organizations will be involved in resolving those issues and, if necessary, defend their programs at the GOSC. Participatory involvement from everyone is critical and will ultimately lead to a fair and successful GOSC.

Council of Colonels will convene to resolve any outstanding issues that are the result of the Acquisition Support Center (ASC) review. The Council will be comprised of representatives from each organization on the CSL. Those issues that are not resolved by the Council will be forwarded to the GOSC, and those acquisition

organizations with issues will get the opportunity to defend their program. The specifics will be provided under separate cover.

A web-based software application system, AWARE, will be used by each organization for entering their program data. AWARE was implemented during the FY 2002 GOSC, which was our first virtual GOSC--paperless. Each PM organization and Acquisition Command will identify an individual who requires access to AWARE. If your organization has a requirement for more than one individual, provide justification to HQ ASC. These will be approved on a case-by-case basis. These individuals will be responsible for entering program data into AWARE. Application specific requirements will be addressed later by email.

The AWARE application has different screens, depending whether your organization is a PM or an Acquisition Command. For PM organizations, the AWARE application contains green tabs at the top of the screen: Criteria, Other, Funding, Schedule, Manpower, Issues, and Recommend. For Acquisition Commands, the tabs are: Programs, Manpower, Mission, Metrics, Criteria, Other, and Recommend.

Again, each PM and Acquisition Command must have program data entered into the AWARE application on all CSL programs. It is critical that program data be current and accurate since this provides an overall picture of the PM organizations and Acquisition Commands. Most of the programs already have program data entered, but it is the responsibility of each organization to ensure that the data is up to date.

#### GOSC Milestones:

July 12, 2002. The AWARE application will be operational. Prior to the fielding of the software system, operational training will be provided at Fort Belvoir for all users during July 9 - 10, 2002. Specific details of the training will be addressed under separate cover.

July 15 - August 2, 2002. All PM organizations and Acquisition Commands must enter their program data into the AWARE application. If you are a PM, your organization will enter program data but will not release the programs to HQ ASC at this time. The reason is "claiming of dollars" will occur during August 19 - 28, 2002 instead of June. After the dollars are verified, August 29 - September 6, 2002, your organization will then have the opportunity to go back into AWARE to review program data against the claimed/verified funding. Changes to program data can be made between September 9 - 13, 2002, but released to HQ ASC by September 13, 2002. If you are an Acquisition Command, you will enter your program data, releasing programs to HQ ASC by August 2, 2002. The reason for the different suspense is Acquisition Commands are not involved in "claiming of dollars."

September 16 - 24, 2002. HQ ASC will review and make recommendations on all FY04 CSL programs and New Starts. The following criteria is used for reviewing the FY04 CSL programs: (1) complexity of program; (2) interfaces (Congressional, OSD, other Services, and FMS; (3) life cycle phase; (4) visibility; (5) integration; (6) organizational structure; (7) span of control; (8) resources (both manpower and funding); (9) requirements (DCSOPS); and (10) other considerations (impact on life cycle management, PMs for sustainment, and ACAT levels. Once the ASC review has been completed, those issues that cannot be resolved will be forwarded to the Council of Colonels. During any time during the GOSC process, you can contact your POC at HQ ASC. Enclosed is the POC listing (Enclosure 2).

October 2 - 3, 2002 (Tentative). Council of Colonels, COL/GS15, will convene to review and resolve any outstanding issues. Any issues that cannot be resolved by the Council of Colonels will be forwarded to the GOSC. Every organization will be notified and asked to identify a COL/GS15 who will represent their organization.

October 15, 2002 (Tentative). The GOSC will convene to review and make recommendations for all FY04 CSL programs. The GOSC includes membership from each organization represented on the CSL, plus other representatives from the Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology). Their recommendations will be forwarded to the AAE for approval. Those issues forwarded from the Council of Colonels will be reviewed and resolved by the GOSC. During the GOSC the applicable PM organizations and Acquisition Commands will have the opportunity to defend their program. Once the issues have been briefed, the GOSC members will vote. If there are still unsolved issues after the voting, the Military Deputy will make the final decision.

#### AWARE Application:

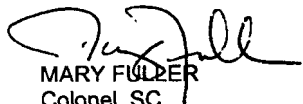
Each CSL program scheduled for review will require entry of program data. Also, all other CSL programs will require program data entry if data does not already exist. It is the responsibility of each organization to keep their program data up to date. The AWARE application consists of green tabs under the GOSC header. For PMs the tabs are listed as Criteria, Other, Funding, Schedule, Manpower, Issues, and Recommend. For Acquisition Commands the tabs are listed as Programs, Manpower, Mission, Metrics, Criteria, and Recommend. Each tab has required data fields, and each is self-explanatory. Each field contains a restrictive number of characters, e.g., 1040 characters for the large text blocks. The required type/font is Arial 10 pitch. All the specifics for entering program data into the AWARE system will be provided during the AWARE training in July.

The establishment of new PMs and Acquisition Commands requires program data entry IAW the data fields under the green tabs. Your proposed organization must be stated in terms of military and civilian manpower for core, matrix support (collocated and

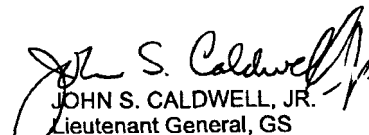
noncollocated), and contractor support (collocated and noncollocated). Explain how the new PM will be resourced (dollars and billpayer). Again, your organization is required to identify one military authorization and one civilian authorization to support a BQ decision.

When identifying manpower end strength, under the manpower tab, contractor support is defined as contractor personnel that are supplementing the PM staff to carry out mission requirements. Contractor personnel executing production contracts shall not be included as contractor support for the PM Office.

Those submissions requesting a "military only" must complete the required information in the AWARE application, which is the DD Form 2589. When clicking on COL or LTC, the application knows that a "military only" has been requested, and the application will automatically take you to the DD Form 2589. All fields must be completed. The form cannot be signed, but the approving official's printed name can be typed in. HQ ASC does not require the signed DD Form 2589.

  
MARY FULLER  
Colonel, SC  
Director  
Acquisition Support Center

Date 18 Jun 2002

  
JOHN S. CALDWELL, JR.  
Lieutenant General, GS  
Military Deputy to the  
Assistant Secretary of the  
Army (Acquisition, Logistics  
and Technology)

Date 18 JUN 2002

- 2 Encls  
1. FY04 CSLs  
2. POC List